
Title: Minimum Staffing – Operations Division

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Purpose:

To establish the minimum staffing standard for the daily, routine staffing of stations by uniformed career personnel assigned to the Operations Division for response to emergency and non-emergency alarms.

Scope:

This guideline is to be followed by all members of this department. Authority to deviate from this guideline rests with the Assistant Chief who is solely responsible for the results of any deviation. Any deviation from the staffing levels outlined in this procedure must be reported to the Fire Chief, or his designee. The Fire Chief, or his designee, may suspend the provisions of this guideline whenever special circumstances warrant.

General:

This guideline was designed to provide the best utilization of department resources, ensuring the community the highest quality of both emergency and non-emergency services possible, within the parameters of the department's budget; and to minimize the health and safety risks of personnel by assembling sufficient numbers of personnel at every incident, to bring an incident to a safe and satisfactory conclusion.

I. Minimum Staffing Guidelines:

- A. The following will be the desired staffing levels at department stations:
 - 1. Each station is required to have one (1) officer in house at all times.
 - 2. All in-service ambulances are required to be able to provide advanced life support (ALS) services at all times. This requires that a minimum of one (1) ALS provider be assigned to each of these units.
 - 3. A minimum of seven (7) personnel shall be on duty in the Operations Division at all times.

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4. Station staffing shall be as follows:
 - a. Company 1 – Minimum four (4) personnel.
 - b. Company 2 – Minimum three (3) personnel.
- B. To ensure compliance with this standard, the Assistant Chief (or in their absence the highest-ranking shift officer) shall be responsible for maintaining staffing levels as described in this guideline. To fulfill this responsibility, the Assistant Chief (or in their absence the highest-ranking shift officer) shall have the authority to assign and/or move full-time personnel, and/or schedule part-time personnel as necessary.
- C. Whenever fewer than seven (7) personnel report for duty, a sufficient number of personnel from the off-going shift should be held over on overtime until coverage can be scheduled.
- D. The authorization for a shift to drop below minimum staffing rest solely with the Fire Chief, or his designee. It is the department's goal to never drop below minimum staffing levels indicated in this guideline.

II. Officer Staffing:

- A. As part of the minimum staffing requirements, the department shall maintain a minimum of two (2) officers on duty in the Operations Division at all times.
- B. Officer staffing at stations shall be as follows:
 1. Company 1 – Minimum one (1) officer, the Assistant Chief, or in their absence a Captain or Lieutenant.
 2. Company 2 – Minimum one (1) officer, a Captain or Lieutenant.
 - a. The Assistant Chief shall have the authority to rotate the Captain and Lieutenant between Company 1 and Company 2, as long as all other staffing requirements outlined in this guideline are met.
- C. Out of grade fill-ins to meet this guideline are not routinely permitted.
- D. The authority to deviate from this officer staffing guideline rests solely with the Fire Chief, or his designee.

III. ALS Staffing:

- A. As part of the minimum staffing requirements, the department shall maintain a minimum of two (2) ALS providers on duty in the Operations Division at all times.

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- B. ALS provider staffing at stations shall be as follows:
 - 1. Company 1 – Minimum one (1) ALS provider assigned to an in-service ambulance.
 - 2. Company 2 – Minimum one (1) ALS provider assigned to an in-service ambulance.
- C. There are no exceptions allowed for the ALS staffing guideline.

IV. Miscellaneous Staffing Guidelines:

- A. Responsibilities of Assistant Chiefs (or in their absence the highest-ranking shift officer):
 - 1. Be accountable for the location and duty status of all personnel assigned to his respective shift. This shall include all personnel who may be temporarily assigned to his/her shift because of overtime, shift-swaps, etc.
 - 2. Maintain an accurate record of each employee's attendance. This should include overtime worked and any leave time used.
 - 3. Approve or disapprove all types of leave requests.
 - 4. Ensure adequate staffing for next scheduled shift. Any known staffing shortages (due to vacation, holidays, etc.) should be filled by part-time personnel.
 - a. In the event part-time personnel are unavailable, the Rover Firefighter's schedule may be adjusted to cover staffing shortages. The Deputy Chief must approve any changes to the Rover Firefighter's schedule.
 - b. In the event part-time personnel are unavailable and the Rover Firefighter's schedule cannot be adjusted, full-time shift personnel may be recalled from any scheduled vacation, holiday, or other scheduled leave to fill staffing shortage.
 - c. In the event part-time personnel are unavailable, the Rover Firefighter's schedule cannot be adjusted, and full-time shift personnel cannot be recalled, then paid overtime for full-time staffing may be used. The Fire Chief, or his designee, must approve any use of budgeted overtime to cover staffing shortages.
- B. Responsibilities of Uniformed Personnel:
 - 1. Not leave their duty assignment until they are properly relieved. If their relief does not report for duty, the ranking shift officer shall be notified.
 - 2. Notify the ranking shift officer of their availability to work overtime, as needed.
 - 3. Notify the appropriate supervisor if they cannot report as assigned and shall provide the supervisor with a satisfactory explanation and their estimated time of arrival.

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C. Miscellaneous Guidelines:

1. Administrative personnel are not counted in minimum staffing levels. Deviation from this standard must be approved by the Fire Chief, or his designee.
2. Before any person leaves duty for any reason, it must first be cleared with the Assistant Chief (or in their absence the highest-ranking shift officer). The Assistant Chief (or in their absence the highest-ranking shift officer) must then approve or disapprove the request and make necessary arrangements to ensure adherence to this minimum staffing guideline.
3. Daily career staffing levels shall be recorded and any deviation from this guideline should be documented.

D. Volunteer Staffing Guidelines:

1. Volunteer staffing may be used to augment uniformed career staffing, provided the volunteer has met the minimum requirements for the position in which they are to be assigned.
2. Volunteer personnel are not counted in minimum career staffing levels. Deviation from this standard must be approved by the Fire Chief, or his designee.
3. Volunteer personnel should report to the Assistant Chief (or in their absence the highest-ranking shift officer) for staffing assignment. When possible volunteer staffing should be scheduled in advance.
4. To ensure compliance with this standard, the Assistant Chief (or in their absence the highest-ranking shift officer) shall be responsible for monitoring volunteer staffing. To fulfill this responsibility, the Assistant Chief (or in their absence the highest-ranking shift officer) shall have the authority to assign and/or move volunteer personnel, as necessary.
5. Daily volunteer staffing levels shall be recorded and documented.